

Policy Title: ***Tutoring and Conducting Personal Business***

Code No. **403.2**

All instructional and extra-curricular services to students shall be provided as a part of the District's instructional and activity program. No employee shall accept fees or other compensation for private tutoring, lessons, coaching or any other educational services for District students during the school year or while under contract outside of the school year unless specific written approval is obtained in advance from the superintendent or designee.

No District facilities, equipment, materials or supplies shall be used by any employee for private tutoring, lessons, coaching or any other educational services or for an employee's private business or activities without prior specific approval from the superintendent or designee.

The Board of Education, through its administration, retains all rights to determine when individuals and employees, when on school property or during working hours, may conduct personal business.

**Date of Adoption:** October 13, 2008

**Date of Review:** July 11, 2022

**Date of Revision:** May 13, 2013  
August 8, 2016